

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 086-15

DATE: March 17, 2015

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: Federal Perkins Funds Guidance for Early Registration Costs, Hotel Deposits and Travel Costs for 2015 Summer Conferences

Guidelines are being provided for the use of federal funds pursuant to the Carl D. Perkins Career and Technical Education (CTE) Act of 2006 for school year (SY) 2014-2015 to pay for allowable summer conference expenses which occur after the expenditure obligation deadline of June 30, 2015. The allowable expenses are as follows:

1. early conference registration fees;
2. hotel deposit limited to reserve the first night lodging rooms (unless the hotel requires the full lodging amount with the registration); and
3. airline and/or train transportation costs (to secure lower fares).

This guidance applies to conference travel expenses incurred by (1) CTE administrators and teachers; and (2) eligible students and advisors participating in Career and Technical Student Organization (CTSO) conferences. Please note, Perkins funds may only be used for travel expenses of students and their advisors participating in CTSO conferences if the student is a member of [special populations](#) or a participant in [non-traditional career fields](#). Refer to the [CTE Memo No. 081-15](#), issued January 9, 2015.

REQUIREMENTS:

1. Professional development conferences and allowable travel costs must be listed and budgeted in the current SY 2014-2015 approved CTE Local Plan and Budget.
2. Conference costs for one advisor per school per student organization must be listed under "Permissive Use" in the approved local plan and cannot be more than 40 percent of the school division's total Perkins budget allocation.
3. Remaining obligated and unpaid conference and travel costs must be budgeted in the new SY 2015-2016 CTE Local Plan and Budget application.
4. In compliance with [federal requirements](#), to obligate Perkins funds FY 2015 starting on July 1, 2015, the school division must submit its new SY 2015-2016 CTE Local Plan

- and Budget application to the Virginia Department of Education (VDOE) in “substantially approvable form” via Online Management of Education Grant Awards (OMEGA) not later than the due date (April 30, 2015). The division’s submission date is not registered until its OMEGA Level 4 Approval Authority approves and submits the application.
5. Failure to submit the new SY 2015-2016 CTE Local Plan and Budget application to VDOE in a “substantially approvable form” via OMEGA by the due date (April 30, 2015), will result in any Perkins CTE program expenditures incurred from July 1, 2015, through the submission date, to be invalid for reimbursement with Perkins funds. For example, any summer conference hotel lodging, meals, and travel costs; equipment purchase orders, etc., expenditures will have to be paid with local funds.

If you have any questions, please contact W. Terry Dougherty, CTE Grant Administrator, at Terry.Dougherty@doe.virginia.gov, or by phone at (804) 225-3349.

LBH/jts